

Attorney-Advisor, GS-905

Example from OPM's *A Handbook for Measuring Employee Performance: Aligning Employee Performance Plans with Organizational Goals*, Sept. 2001

<http://www.opm.gov/perform/WPPDF/2002/HANDBOOK.PDF>

Notes: Why are we including an example for an Attorney-Advisor, when there are none in all of MRP? Because this is a great example for a standard for any professional, administrative, or technical employee that does analytical work in which knowledge of specialized subject matter is applied to facts or issues, to produce conclusions or recommendations and document them in writing.

This example does need an explicit ALIGNMENT STATEMENT, e.g., "This element supports XYZ Program's strategic objective 2.2, . . . "

Element 1

WRITTEN MATERIALS (e.g., legal memoranda, briefs, and pleadings)

FULLY SUCCESSFUL STANDARD (must meet all of the following)

QUALITY

As determined by the supervisor, written materials

- Are generally considered to be of average professional quality
- Are infrequently returned for substantial revision
- Usually fully analyze relevant legal and policy issues
- Usually reflect thorough investigation of factual and legal resources
- Usually do not contain significant extraneous or inappropriate material

QUANTITY

- In most instances, written materials are developed as needed

TIMELINESS

- Written materials are generally completed and presented in accordance with established deadlines or time frames

OUTSTANDING STANDARD [equivalent to MRP's "exceeds fully successful" or "exceptional" element ratings] (must meet all of the following)

Written materials:

- Are routinely considered to be of highest professional quality
- Are rarely returned for substantial revision
- Consistently fully analyze relevant legal and policy issues
- Reflect thorough investigation of factual and legal resources
- Do not contain significant extraneous or inappropriate material
- Are completed before established deadlines or time frames

- Are always completed as needed